

Introduced _____
Public Hearing _____
Council Action _____
Executive Action _____
Effective Date _____

County Council Of Howard County, Maryland

2005 Legislative Session

Legislative Day No. **4**

Bill No. 10 -2005

Introduced by: The Chairman at the request of the County Executive

AN ACT amending the Pay Plan for Howard County; amending the eligibility requirements for an employee to receive an Employee Performance Award; clarifying the types of premium compensation available to Police Sergeants, Lieutenants and Captains; moving a premium compensation due to Police Sergeants, Lieutenants, and Captains to the appropriate subsection of the Pay Plan; adding a specialty pay due to management employees in the Department of Fire and Rescue Services; removing positions from the list of Executive Exempt Employees; removing obsolete language; and generally relating to the Howard County Pay Plan.

Introduced and read first time _____, 2005. Ordered posted and hearing scheduled.

By order _____
Sheila M. Tolliver, Administrator

Having been posted and notice of time & place of hearing & title of Bill having been published according to Charter, the Bill was read for a second time at a public hearing on _____, 2005.

By order _____
Sheila M. Tolliver, Administrator

This Bill was read the third time on _____, 2005 and Passed ____, Passed with amendments ____, Failed ____.

By order _____
Sheila M. Tolliver, Administrator

Sealed with the County Seal and presented to the County Executive for approval this ____ day of _____, 2005 at ____ a.m./p.m.

By order _____
Sheila M. Tolliver, Administrator

Approved by the County Executive _____, 2005

James N. Robey, County Executive

NOTE: [[text in brackets]] indicates deletions from existing law; TEXT IN ALL CAPITALS indicates additions to existing law; Strike-out indicates material deleted by amendment; Underlining indicates material added by amendment.

WHEREAS, Section 706 of the Howard County Charter and Section 1.301 of the Howard County Code provide for the adoption of and amendment to the Pay Plan for Howard County, which allocates each class of positions to the appropriate pay grade, and which establishes rules for administration of the Pay Plan for positions within County Government ; and

WHEREAS, Section 1.301(c) of the Howard County Code provides that the Pay Plan and any amendments thereto are adopted by the County Council as attachments to the Council Bill through which the County Council exercises its legislative action on the Pay Plan.

NOW, THEREFORE,

***Section 1. Be It Enacted** by the County Council of Howard County, Maryland, that it adopts amendments to the Pay Plan of Howard County, as attached to this Act.*

***Section 2. And Be It Further Enacted** by the County Council of Howard County, Maryland, that the provisions of this Act that apply to the Employee Performance Award shall apply to the Employee Performance Award for Fiscal Year 2005.*

***Section 3. And Be It Further Enacted** by the County Council of Howard County, Maryland, that specialty pay due to management employees in the Department of Fire and Rescue Services for training as an Emergency Medical Technician – Intermediate or a Cardiac Rescue Technician shall apply beginning with the first pay date after February 1, 2005.*

***Section 4. And Be It Further Enacted** by the County Council of Howard County, Maryland, that this Act shall become effective 61 days after its enactment.*

Employee Performance Award

(a) *Purpose.* The Employee Performance Award is intended to provide a means to recognize and reward highly performing employees with a financial reward. This implements the County's goal of providing a substantial link between job performance and pay.

(b) *Procedures.*

- (1) The maximum performance award that can be earned by an employee is equal to 8% of step 7 of the employee's grade on the *General Salary Schedule* or the *FM Schedule* and step 5 on the *PM Schedule*.
- (2) An employee who exceeds a minimum performance standard, to be established by the Personnel Officer, is eligible to earn a performance award.
- (3) The Award pool shall be distributed among all employees who qualify, in proportion to their Performance Rating Factor, their grade, and their hours worked. The pool is distributed by department, so that each eligible employee's share is calculated with all other employees of that department in a single pool.
- (4) The actual amount of the performance award earned by an employee shall be based upon the following formula.

$$\text{Employee Award} = ((A/B * C/D)/E) * F$$

Where:

A = The employee's Rating Basis

B = Sum of all department employees' Rating Basis scores;

C = Employee's Salary Basis which is calculated as the employee's step 7 hourly rate times their FLSA compensable hours (regular hours + 1.5 times overtime hours);

D = Sum of all department employees' Salary Basis amounts;

E = Sum of all department employees' Total Basis (A/B * C/D) scores; and

F = Award Pool.

- (5) An Employee Performance Award earned in any year shall not increment an employee's salary for subsequent years.
- (6) If the calculation of a performance award under this section results in an award of \$49 or less for an employee, the employee shall receive an award of \$50.

(C) *Eligibility.*

- (1) An employee who has not worked at least 75% of the scheduled work [[days]] HOURS during the time period comprising the Employee's Salary Basis (Item C above) shall not be eligible to receive an Employee Performance [[Award.]] **AWARD; EXCEPT THAT AN EMPLOYEE WHO HAS QUALIFIED FOR AND TAKEN 12 WEEKS OF LEAVE PURSUANT TO THE FAMILY AND MEDICAL LEAVE ACT AND HAS WORKED AT LEAST 70% OF THE SCHEDULED WORK HOURS DURING THE TIME PERIOD COMPRISING THE EMPLOYEE'S SALARY BASIS SHALL BE ELIGIBLE TO RECEIVE 80% OF THE EMPLOYEE AWARD COMPUTED UNDER ITEM B(4).**
- (2) An employee is not eligible for a performance award if the employee is within the unit description as contained in the collective bargaining agreement between the County and:
 - (i) Local 2000 of the International Association of Firefighters.
 - (ii) Local 86 of the International Union of Police Associations;
 - (iii) Local 3085 of the American Federation of State, County and Municipal Employees; or
 - (iv) Local 3080 of the American Federation of State, County and Municipal Employees.
- [[(3) An award pool shall be calculated separately for:
 - (i) The Office of State's Attorney;
 - (ii) The Circuit Court;
 - (iii) The Soil Conservation District; and
 - (iv) The Sheriff's Office.]]

- pay.
- (ii) Police Sergeants and Lieutenants assigned to work the July Fourth celebration who are not regularly scheduled to work on that day shall be paid at one and one-half their regular hourly rate of pay for all hours worked.
- (iii) If a Police Sergeant or Lieutenant has taken a day of annual leave in order to be off from work on the day of the July Fourth celebration, and is later called in to work at least 4 hours on the celebration detail, the sergeant or lieutenant shall receive a substitute day of annual leave.
- (3) Emergency Communication Supervisors will be paid at one and one-half times their regular rate of pay when required to work the following Holidays:
 - 7 a.m. to 7 p.m. Christmas Eve
 - 7 p.m. Christmas Eve to 7 a.m. Christmas Day
 - 7 a.m. to 7 p.m. Christmas Day
 - 7 p.m. Christmas Day to 7 a.m. December 26th
 - 7 P.m. New Year's Eve to 7 P.m. New Year's Day
 - 7 a.m. to 7 p.m. Thanksgiving Day
 - 7 p.m. to 7 a.m. Thanksgiving Day
 - 7 a.m. to 7 p.m. July 4th
 - 7 p.m. to 7 a.m. July 4th

(d) Premium Compensation for Police SERGEANTS, [[Sergeants and]] Lieutenants AND CAPTAINS. [[Assigned to Designated Special Assignment; Language Fluency.]]

- (1) Police Sergeants and Police Lieutenants assigned to the following sections shall be paid an annual premium compensation paid quarterly in the following amounts:
 - (i) The Violent Crimes Section, Crimes Against Property Section, Child Abuse/Sexual Assault Section, Traffic Enforcement Section, Tactical Section, the Internal Affairs Division, and the Commander of the Criminal Investigations Division - \$1100 annually. .
 - (ii) The Narcotics Section, Street Drug Section, Vice & Technical Support Section, Commander of the Vice and Narcotics Section, Education and Training Supervisor and hostage negotiators - \$825 annually.
 - (iii) The department's honor guard - \$220.00 annually.
 - (iv) Members of the Immediate Action Team - \$550.00 annually
- (2) Police Sergeants and Police Lieutenants who meet certain fluency criteria as established by the staff of Howard Community College or any other certification process deemed appropriate by the Police Department for the Spanish and Korean languages and who maintain this certification through an annual testing process will receive an annual premium of \$1200, paid quarterly.
- (3) Employees earning premium compensation under this section shall be ineligible for Stand-by pay.
- (4) A POLICE SERGEANT, LIEUTENANT OR CAPTAIN SHALL RECEIVE ONE HUNDRED DOLLARS (\$100) ANNUALLY FOR EACH SUCCESSFULLY PASSED COMPONENT OF THE POLICE DEPARTMENT'S FOUR-COMPONENT VOLUNTARY FITNESS PROGRAM.**

(e) Management Employees of Department of Fire and Rescue Services.

- (1) A Battalion Chief or Fire Captain serving in a paramedic position which is allocated to the Advance Life Support (ALS) function is eligible to receive a paramedic premium of \$4,700 annually for up through 4 years of continuous service, \$5,700 annually for 4 years up through 8 years of continuous service, and \$6,700 annually for service beyond 8 years of continuous service. Failure to maintain EMT-P registration or movement to a position not allocated to the ALS function will result in forfeiture of paramedic premium pay.
- (2) A Battalion Chief or Fire Captain assigned to the Community Relations Unit shall receive day shift premium pay of \$4,000, which shall be added to the base wage.

(3) A Battalion Chief or Fire Captain assigned to the Fire Investigative Unit shall receive a clothing allowance of \$1,000 per year and an additional \$1,000 per year while serving in this unit.

(4) **A BATTALION CHIEF OR FIRE CAPTAIN WHO COMPLETES TRAINING AND IS CERTIFIED AS AN EMERGENCY MEDICAL TECHNICIAN – INTERMEDIATE OR A CARDIAC RESCUE TECHNICIAN SHALL RECEIVE AN EMT-I PREMIUM OF \$2,350 ANNUALLY.**

(f) *ASE Certification for Management Employees of the Fleet Maintenance Division.*

An Operations Supervisor II assigned to the Fleet Maintenance Division of the Office of Central Services, Department of County Administration, is eligible to receive a premium of \$0.05 per hour for each ASE Certificate maintained in accordance with Departmental policy, which shall be added to the base wage. Failure to maintain a Certificate will result in forfeiture of the premium pay.

(g) *Commercial Driver's License Premium*

Employees in the job classifications of Operations Supervisor I, Operations Supervisor II and Operations Leader I shall be eligible to receive a premium of \$0.25 per hour for possession of a current and valid Commercial Driver's License issued by the State of Maryland and maintained in accordance with departmental policy, when required by job assignment. The CDL premium shall be added to base hourly wage. Failure to maintain the CDL license shall result in forfeiture of CDL premium pay.

(h) *Uniformed Supervisory Employees in the Department of Corrections*

Correctional employees in the job classifications of Correctional Captain, Correctional Lieutenant and Dietary Supervisor shall be eligible for an annual stipend of one-hundred fifty dollars (\$150.00) for clothing and equipment replacement, repair and alteration.

(i) *Clothing Allowance for Police Sergeants, Lieutenants and Captains.*

Police Sergeants and Lieutenants shall be eligible for quarterly payments of \$300 for full time plainclothes assignments requiring business attire, \$240 for non-business attire assignments, and \$120 for part time plainclothes assignments.

(j) *Supplemental Pay for State Sanitarians*

For retention purposes, the Personnel Officer may establish supplemental pay for State Sanitarians, as authorized in the budget.

(k) *Supplemental Pay for the Director of Substance Abuse Services*

For retention purposes, the Personnel Officer may establish supplemental pay for the position of director of substance abuse services, as authorized in the budget .

[[(l) *Physical fitness pay for Police Sergeants, Lieutenants and Captains.*

A Police Sergeant, Lieutenant or Captain shall receive one hundred dollars (\$100) annually for each successfully passed component of the police department's four component voluntary fitness program.]]

Stand-by Pay

(a) *Stand-by Pay Authorized.* Except as otherwise provided in a collective bargaining agreement, the county will pay an employee stand-by pay if:

- (1) the employee is specifically assigned to stand-by status within the department;
- (2) central communications is notified that the employee is the designated person of contact under certain defined circumstances, for the department; and
- (3) the employee is accessible for contact by central communications or the department to respond immediately or within a reasonable time to a request to provide a service.

(b) *How Paid.*

- (1) an employee officially assigned to standby shall receive two (2) hours of pay at the straight time rate for the stand-by period between the employee's regularly scheduled work shift, or for *each* 24 hour standby period between work shifts.
- (2) stand-by pay shall be in addition to pay for any hours actually worked in between regular work shifts, such as when an employee is called in to report.

Position Classification Codes and Pay Grades for Executive Exempt Employees

Class Code	Classification	Pay Grade
1119	Chief Administrative Officer	S
1117	Deputy Chief Administrative Officer	Q
1115	Administrator to County Council	P
1113	Human Resources Administrator	O
1111	Labor Relations Coordinator	N
1109	Legislative Coordinator	N
1107	Public Information Administrator	N
1105	Deputy Administrator to County Council	M
1103	Executive Assistant - Assistant to County Executive	L
1103	Executive Assistant - Assistant to Chief Administrative Officer	L
1101	Special Assistant - County Council	J
1217	Director of Finance	P
1215	County Auditor	P
1213	Budget Administrator	P
1211	Deputy Director of Finance	O
[[1305	Senior Administrative Analyst - Legislative Assistant	L]]
1412	Administrative Technician - Secretary to Chief Administrative Officer	H
1412	Administrative Technician - Secretary to County Solicitor	H
[[1413	Administrative Assistant -Zoning Board	I]]
[[1413	Administrative Assistant - Board of Appeals	I]]
1413	Administrative Assistant - Secretary to the County Executive	I
1517	County Solicitor	Q